





UHR/PAYROLL FORUM

March 8, 2024



Oregon State
University

General Forum Information

- You can raise your hand or put your questions in the chat 
- The forum is recorded 
- You can find the recording and slides for the monthly meetings at this website: <https://hr.oregonstate.edu/calendar-and-communications> (links and topics for future forums are also listed there) 
- The previous month's forum recording and slides will also be emailed along with the registration link and list of topics for the next month's forum 



Agenda

- Announcements
- Composite rate changes
- Benefits Triple process
- Summer Academic Wage appointment process



Announcements

- REMINDER: [Lyra Health](#) is now available to employees and their dependents; not tied to PEBB eligibility (for FY at least)
- PacificSource will be giving a presentation on benefits, insurance terminology, wellness resources, and no-cost preventative screenings on **Thursday, April 4 from 11am-12pm in the MU Room 13 (Multipurpose Room)**
 - After the presentation, there will be time for questions and assistance with creating InTouch for Members account and downloading the myPacificSource app
 - For members and dependents over 18 on the Graduate Health Plan (Graduate Assistants, Graduate Fellows, Postdoctoral Scholars, and Clinical Fellows)
 - Refreshments provided; attendance enters you in a drawing for PacificSource prizes!
- For those of you who utilize term-by-term Instructor Pools, please refer to the [Instructor Pool Guidance](#) document for guidance in requesting your 2024/2025 academic year pools!



OPE Composite rate changes

- **Effective 3/1/24** for PEBB enrolled employees:
 - PSA OPE increases from \$1568 to \$1587 per month
 - TAY OPE increase from \$264.03 to \$397.46 (for 9-month employees)
 - Academic health benefit coverage for summer i.e. "Triples"
- Rates reviewed annually at minimum. Adjusted as medical premiums rise.



OPE Composite rate changes

Upcoming OPE changes:

- Next OPE rate review for FY25 in July
- Unemployment, Workers Comp, SAIL, rates reviewed at minimum, annually
- Retirement contribution rates reviewed by State
 - Update biannually in July
 - Next update will be July 1st 2025
- FICA also OPE - rates last changed 2011-12 but annual subject amount has risen every year since 1972
 - FICA = Social Security and Medicare
 - Current wage base for Social Security is \$168,600 as of 1/1/24



Benefits Triple process

- Summer insurance coverage is provided to PEBB and ACA eligible, academic-year employees.
 - Link: [PEBB Summer Insurance Process | University Human Resources | Oregon State University](#)
- To pay for the summer insurance coverage, benefit premiums are "triple deducted" in May. This includes OSU's contribution toward the core premium cost (medical, dental, basic vision, basic life), as well as the employee's share of premiums.
 - The May Payroll is used as it is the best for the employee as June checks are usually partial checks. Sometimes triples can happen in June.
 - The triple process is not optional if the employee is enrolled for PEBB coverage.



What Premiums are Tripled?

- Premiums for Core Benefits (medical, dental, basic vision and basic life), the HEM incentive, and qualified Optional Benefits.
- The PEBB Opt-Out Cash is tripled in May as long as the employee is in paid status on the May 31st paycheck for a minimum of 86.67 hours for faculty and professional faculty, or 80 hours for classified staff. Employees that have PEBB coverage due to the ACA law, don't have a minimum hour requirement if they are in their stability period, but they do have to have an OSU paycheck in May.
- OSU's contribution towards the premiums for the core enrollments will also be tripled.
- In accordance with PEBB rules –
 - Not tripled: Short-Term Disability, Long-Term Disability, and Flexible Spending Accounts.



Process deadlines

- Instructors in PEBB eligible positions during Spring Term who are not returning for fall term should notify the HR Service Center through the Employee Service Portal utilizing the Offboarding request, or via e-mail at hrsupportservices@oregonstate.edu to initiate the employment termination process.
 - **Employment terminations for instructors on term only contracts** processed by April 30th will result in employees not going through the summer triple process during May.
 - **Employment terminations for instructors on term only contracts** processed between May 1st and June 15th will have any necessary corrections to PEBB premiums processed during June payroll by the Employee Benefits Team.
 - **Employment terminations for instructors on term only contracts** processed after June 15th will result in summer insurance for the instructor.

- All other employees in PEBB eligible positions during Spring term will go through the May triple process for summer coverage.



Summer Academic Wage appointment process

- Employees (9-month Faculty) hired on an Academic Wage appointment basis to work during the summer months
- These positions are processed by the HR Support Services Team through a specific process



What if an Employee is completely new to OSU?

- Employees who are new to OSU and will have a summer appointment need to go through the Instructor Pool for their dept for applying.
- Once they have applied you will add them to your spreadsheet for Summer Hiring.
- These hires **are not** processed via Recruitment or PeopleAdmin





Volume of Work

- 1,100 Summer Academic Wage appointments are typically processed
- Approximately 400-500 appointments go through at least one correction due to changing circumstances within the department



2024 Summer Session Goals



- Existing Faculty/Fixed Term Instructors appointed to summer session are paid timely and correctly for each summer session appointment.



- New employees hired to teach summer session are hired, processed, start work equipped to teach, and are paid timely and accurately for each summer session appointment.



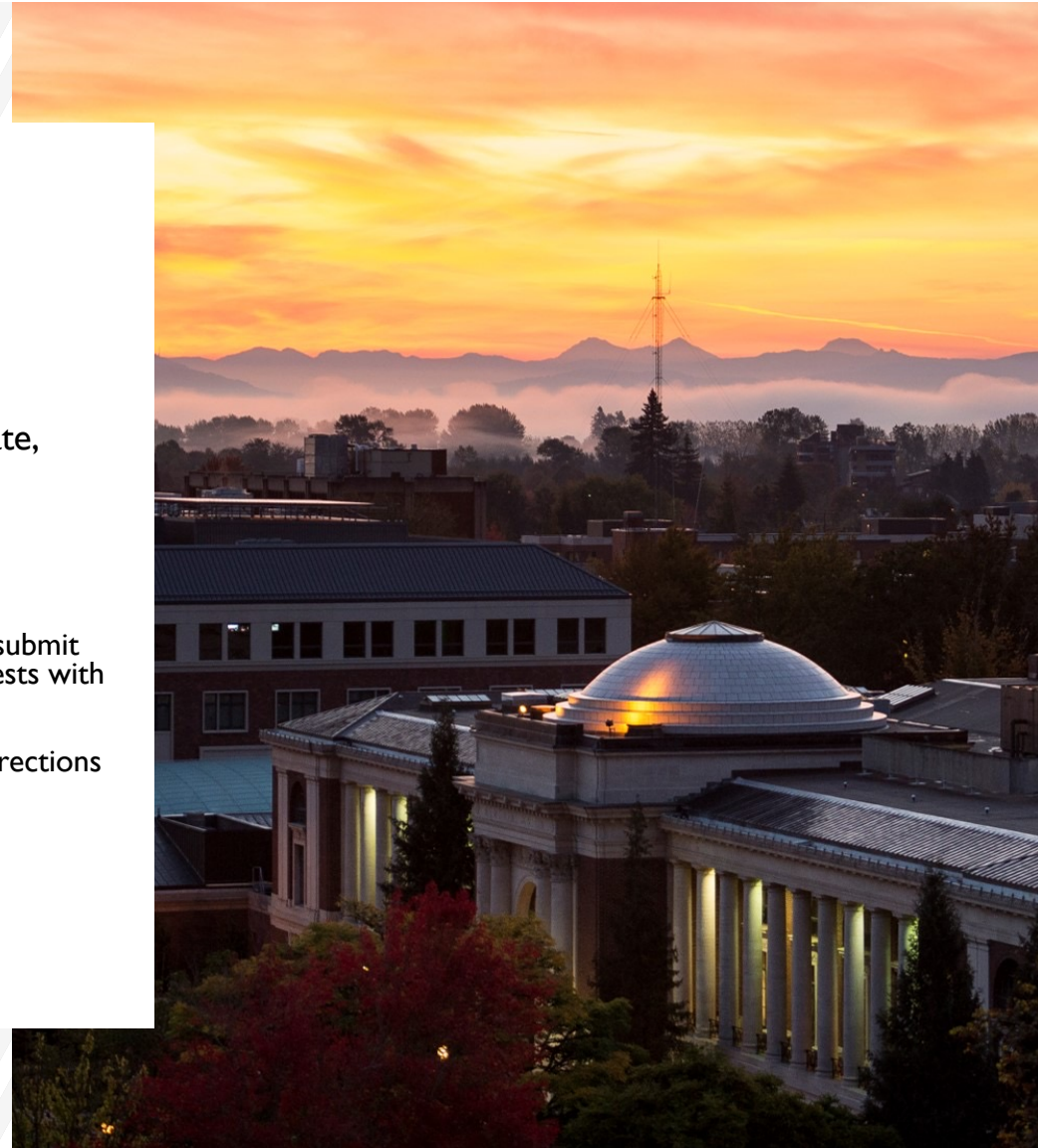
- All stakeholders to this process: Hiring unit, new employee, HR, Payroll, UIT, etc., understand and complete their role/required steps in the process in a timely and accurate manner.



Process Requirements

To support all stakeholders in delivering accurate, timely-processed appointments:

- One standard method of collecting appointment data/requests with a spreadsheet template
- Utilizing the Employee Service Portal (HRSD) to submit your original spreadsheet and any follow up requests with the same ticket
- Clear method of communicating and tracking corrections and adjustments
- Clear deadlines
- Managing to the Payroll cycles
- Manual checks as an exception





Resources



Spreadsheet
Sessions



Website



Timeline



FAQs



Help
Sessions

Key Information for Departments



- Provide the summer session data on the required spreadsheet template we have designed. This is crucial for the process to work.
- Departments can start sending spreadsheets to HRSupportServices@oregonstate.edu on May 1, 2024. Please wait to send it until it is as complete as possible.
- The last day that departments can submit spreadsheets is June 1, 2024 for processing by the June 14, 2024 payroll deadline.



- If there are new appointments or changes send the same spreadsheet with a new tab on the spreadsheet that is labeled **corrections with the new re-submission date. Example: Corrections 5-30-24. Submit corrections with original ticket.**
- If departments send information after the May deadline there will be other processing deadlines and different payroll outcomes for the employees listed. **Manual checks are mailed and can delay the employee's receipt of their paycheck.**



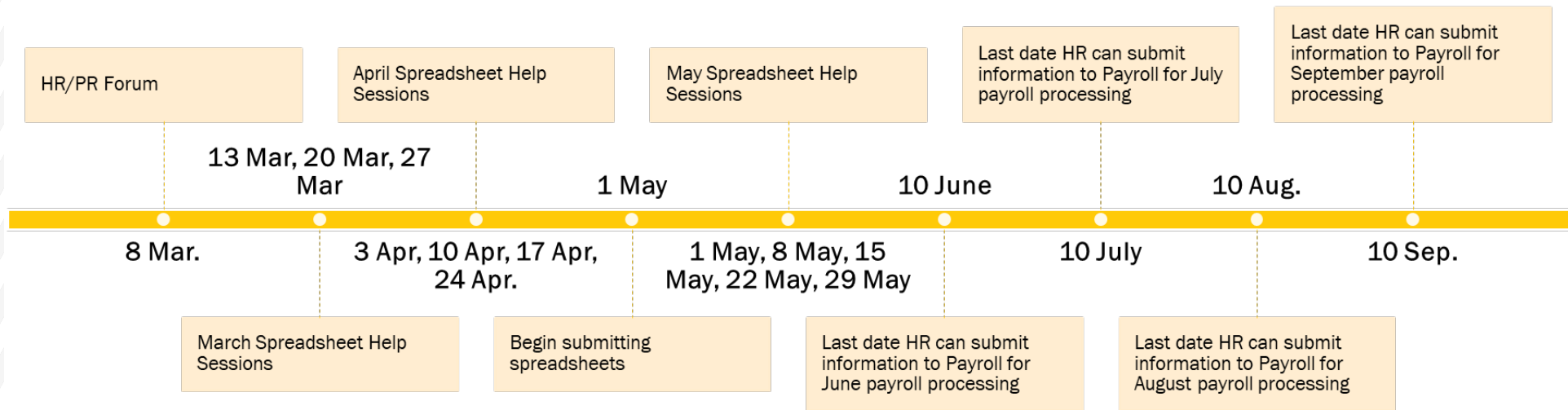


Visit the [website](#)

- The Summer Session Appointment Process website features the following:
 - The spreadsheet used to submit your appointments
 - Instructions on how to fill out the spreadsheet
 - Timeline
 - Help Session Information
 - FAQs
 - Recorded presentation from the UHR/PR Forum



Summer Session Timeline





Letters

- Notice of Appointment (NOA) letters are the formal communication UHR has with the employee informing them of their Summer Appointment
- NOA's will be issued via HRSD to the employee directly
 - Employee's will need to log into HRSD to view their NOA



Corrections

*Utilize HRSD to send an updated spreadsheet

- Corrections need to account for the new total amount the employee should be paid.
 - EG: Employee A is paid \$500 to teach one class during Session I
 - Registration requires the opening of another session, and the Employee A is now being asked to teach a second class during Session I
 - Dept submits an updated spreadsheet showing that Employee A will now be paid \$1000 over the same period.

Next Steps



- Departments can begin working on their spreadsheets now
- Consider attending a help session!



- Contact HRSupportServices@oregonstate.edu with questions or
- Visit the [Employee Service Portal](#) to submit a request
- Visit the [website](#) to access helpful resources





Questions?

THANK YOU



**Oregon State
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